Suggested Duties for the Performance Improvement Officer (PIO)
District and CAO

- CAO focal point for all DCMC Information Repository and Automated Metrics System (DIRAMS) input/output functions.
  - ✓ Ensure that AMS 4.10 user knows how to access User Guidebooks.
  - ✓ Interface with district PIO and Process Champions for DIRAMS related concerns or functional process guidance.
  - ✓ Serves as focal point for local DIRAMS problem collection and reporting.
  - ✓ Responsible for identifying DIRAMS and Cognos Tool training requirements (coordinate with local Training Monitor).
  - ✓ Report status of DIRAMS to District PIO relating to deployment of new software is completed.

- Ensure that the appropriate Cognos tools are available and functional (working) through out the organization.   Ensure that current Cognos files are available to all individuals in the organization.

- Verify that data is being input in all applicable process application screens correctly and timely.

- Establish base line accuracy and integrity marks.

- Advise management when performance measurements are no longer relevant to current strategies and customer needs.

- Establish data source surveillance plans. Monitor the input of data from process owners, ensuring the timeliness and accuracy of DCMC management information.

- Conduct periodic internal management reviews to ensure data is being properly collected and input into DIRAMS.

- Identify and report redundant or outdated data and metric requirements, including erroneous data collection requirements.

- Facilitate the integration of all appropriate factions of the Integrated Management System (IMS).